

Job Opportunity Bulletin

Post Date: May 13, 2016

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Salary: \$4,600 - \$5,758
Permanent, Full-Time

FINAL FILING DATE: UNTIL FILLED

JOIN THE DDS TEAM!

For information about the
**DEPARTMENT OF
DEVELOPMENTAL SERVICES**

Please visit our website at
www.dds.ca.gov

The California Department of Developmental Services (DDS) currently has an outstanding opportunity for a strong candidate seeking a position as an Associate Governmental Program Analyst in DDS' Federal Programs Operations Section. This position is responsible for the development and preparation of Home and Community Based Services programs for individuals with developmental disabilities.

For complete duties, please see duty statement on the following page.

Please refer to:

Position #: **473-322-5393-702**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be
screened and only the most
qualified will be interviewed.

DESIRED KNOWLEDGE AND SKILLS:

- ❖ Excellent oral and written communication and interpersonal skills.
- ❖ Demonstrate the ability to work in a fast-paced environment and to organize/ prioritize workload to meet demands.
- ❖ Proficient in Microsoft Word, Excel, and Outlook.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed State application (STD. 678) by the final filing date. All applicants will be considered; however, Reemployment/SROA/ Surplus candidates will be given priority. Please include the **basis of your eligibility** (list eligibility or transfers must meet the minimum qualifications (MQs) of this classification) and **position #473-322-5393-702** on your application.

If you are using list eligibility from an on-line exam to qualify for the position you **must** include with your application any documentation (i.e., copy of transcript, degree, license, etc.) necessary to verify meeting the MQs. The MQs will be verified prior to interview and/or appointment.

The MQs will be verified prior to interview and/or appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.

CONTACT INFORMATION

Name: Claudia Lutz
Number: (916) 322-7784
Email: claudia.lutz@dds.ca.gov



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

**COMMUNITY SERVICES DIVISION
OFFICE OF FEDERAL PROGRAMS AND FISCAL SUPPORT
PROGRAM OPERATIONS BRANCH
FEDERAL PROGRAMS OPERATIONS SECTION**

DUTY STATEMENT

JOB TITLE: Associate Governmental Program Analyst **POSITION #:** 473-322-5393-702

POSITION DESCRIPTION: The Associate Governmental Program Analyst (AGPA) is responsible for fulfilling a variety of analytical assignments and providing technical support relative to numerous federally funded programs that impact individuals with developmental disabilities.

The analyst will be responsible for the development and preparation of Home and Community Based Services programs (waivers, initiatives and state plan amendments) for individuals with developmental disabilities. Duties will include analytical and research assignments, management of databases, providing technical assistance on federal programs and research complex programmatic issues. Other duties include billing of federal programs and analyzing monthly eligibility reports.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Day-to-day operations are under the general supervision of the Assistant Chief, Federal Programs Operations Section (Staff Services Manager I).

EXAMPLES OF DUTIES:

Essential Job Functions:

- 35% Perform administrative and analytical assignments related to federal programs, state plan amendments; make recommendations for programmatic changes to enhance federal financial participation; analyze and/or develop legislative proposals, regulations, budget change proposals or other written documents related to federal programs.
- 30% Analyze, review and prepare invoices and reports for federal billing and eligibility. Provide systematic review to ensure consistency and accuracy of reports. Prepare various internal and external reports or correspondence.

Marginal Job Functions:

- 10% Coordinate and provide technical assistance to regional centers and Department program staff to accurately monitor, reconcile and process expenditure claims. Track and update regional center allocation information for comparison to ensure compliance with multiple contract requirements.

Marginal Job Functions (cont'd):

- 15% Meet with stakeholders and provide support regarding analysis of documents and other relevant information for the group. Provide and create multimedia and training products for the general public concerning new programs.
- 10% Conduct research into federal funding programs and claiming methodologies including analysis of other state waivers and methodologies and adaptation of promising revenue opportunities to California's developmental disabilities service delivery system.

WORKING CONDITIONS: Work is performed in an open spaced, partitioned office environment. Working on a personal computer 75% to 80% of the time. Working with large computer printouts. Statewide travel of up to 1-2 days per month may be required.

DESIRABLE QUALIFICATIONS:

Knowledge of: California developmental disabilities system and the services supports and needs of consumers; federally funded waivers, state plan amendments and other federally funded programs related to the developmental disabilities system; state and federal budgeting policies and procedures.

Ability to: Develop and maintain cooperative and constructive working relationships with other agencies, the community, and department staff; work with professional personnel in the field relating to coordinating and developing services for persons with developmental needs; analyze situations accurately and take effective action; develop Excel worksheets, which include developing calculations and formulae, linking data within workbooks, creating graphs and charts displaying statistical information. Must be able to speak and write effectively; reason logically and creatively; analyze data and present ideas and information effectively; review and edit written reports; and establish and maintain project priorities.

CERTIFICATION OR LICENSE: None.